

Pen 16

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

1986 Secretary of the Year Awards

FROM:

Chairman

DCI S/C MAG

6G42 HQS

NO.

DATE

1 April 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ~~DDA~~ D/OIT W

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To 1:
FYI. Here is the memo announcing the 1986 winners of the Secretary of the Year Awards. In order to facilitate administrative procedures, I have also given a copy to each CMS office (in the DI, MPS/Pers) with the following instructions:

CMS Officers: Please treat the attached as Eyes Only until the DDs make their announcements in the Directorates.

Thanks,

Nancy —
pls circulate.

1 April 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [REDACTED] Chairman
DCI Secretarial/Clerical
Management Advisory Group

SUBJECT: 1986 Secretary of the Year Awards

1. The DCI Secretarial/Clerical Management Advisory Group has selected the winners of the 1986 Secretary of the Year Awards. This year we received 78 nominations, as compared to 134 last year. Four of the 1985 winners (including one brought back to Headquarters TDY), along with the members of the MAG, independently ranked the top five nominating statements from each Directorate and DCI Area. The winners were selected according to the total points received by each of the 25. This year our overall winner as CIA Secretary of the Year is from the S&T; last year's overall winner was from the DO.

2. Through careful consideration of each nominee, those chosen are:

- 25X1 -- The 1986 CIA Secretary of the Year: [REDACTED] GS-08, Secretary to the Chief, Processing and Analysis Technology Group, Office of Research and Development, Directorate of Science and Technology.
- 25X1 -- The DA Secretary of the Year: [REDACTED] GS-08, Senior Secretary, [REDACTED]
- 25X1 -- The DI Secretary of the Year: [REDACTED] GS-08, Senior Secretary, Arms Control Intelligence Staff
- 25X1 -- The DO Secretary of the Year: [REDACTED] GS-08, Secretary in the Central American Branch [REDACTED]
- 25X1 -- The S&T Secretary of the Year: [REDACTED], Secretary, GS-08 Office of the Chief, Operations Group, FBIS.
- 25X1 -- The DCI Area Secretary of the Year: [REDACTED] GS-10, Secretary to the Comptroller.

25X1 All portions are
classified SECRET

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SUBJECT: 1986 Secretary of the Year Awards

25X1 3. Please inform [redacted] that she is the
25X1 Directorate's winner. [redacted] office is responsible for
making the appropriate travel arrangements for her attendance at
the ceremony honoring the winners as well as providing a short
biographic sketch which should be sent to me in Rm. 6G42 by 14
April. A classified Employee Bulletin announcing the winners
will be distributed the second week of April.

4. The ceremony will be held on 23 April at 11:00. The MAG
hopes that you will encourage as many employees as possible in
your directorate to attend the ceremony. Round-trip bus
transportation will be provided for outlying buildings.

5. The MAG, along with last year's winners, appreciates the
time and effort you and your staff have devoted to helping us
make this program a success.

25X1 [redacted]
cc: CMS